



Dianna's Training Schedule

Monday, July 28, 2008—WELCOME

10:00am Meet with Sherry Armstrong in AD102—WELCOME
Intro to our office and what we do

1:30pm Meet with Gail McLoone in AD105 re: Purchasing Process/Forms

Tuesday, July 29, 2008

9:00am Meet with Gail McLoone (AD105) re: PeopleSoft Financials

1:30pm Meet with Marilyn Lovely (AD105) re: PeopleSoft Student Administration

Wednesday, July 30, 2008

9:00am Meet with Gail McLoone—PeopleSoft Financials

1:30pm Meet with Sherry re: HR Issues/Foms/Keys/Meetings

Thursday, July 31, 2008

9:00am Meet with Marilyn Lovely re: Room Charts/Event Scheduling/Work Orders

1:30pm Meet with Gail McLoone—Word Processing, Etc.

Friday, August 1, 2008

9:00am Meeting—Procedures for Hiring Student Workers
Library Multi purpose room

We'll set up more training times as needed next week.

WE ARE GLAD TO HAVE YOU AT CLEARWATER!